HRS Onboarding Workflow

Hiring Verifications Workflow

Revised 9/2018
What is HRS Onboarding Workflow?

It is an electronic hiring verification process

You input the information & the system searches to see if the person you are hiring:

A. Has worked here or is currently working here and has current paperwork
B. Has worked here but needs updated paperwork, or
C. Has never worked here and needs all new paperwork.
Information you will need to complete the hiring verification:

1. **M# also know as Banner ID #**
   If they have worked in any capacity for MTSU and are a past or present student or enrolled but never attended, they should have a Banner ID. Please check Banner for the M#. If not, you can still proceed, and HR will assign the M# once the hiring paperwork is turned into HR.

2. **T-org number and Home Department Org number for department they will be working for.**

3. **Personal email for potential employee.**
Select My Processes

![Image of a webpage showing the option to select My Processes under the User Profile menu.]
Select HR Hiring Verification
Select “Start Workflow”

• These fields do not have to be filled in. This step simply creates a new workflow.

• Click OK
• Click on Worklist. It may take a couple of minutes for the system to generate the information.
Select hiring check for...

- Click on your hiring check.
How to process when you have an M#:

- Enter M#, T-org#, Home Dept. Org#(*not budget index# and does not have a T in front of it), select type of employee.
- **It is crucial that the T-org be correct.** The system will not process your request if it is not.
- Click on **Complete.** If you click on Save & Close it will save the info but not run the process. If you click on Cancel it will not save the info.

Make sure there is not a space between the M and the numbers and that it is 9 characters long!

Do not use a Social Security number or the last 4 digits. If you are not sure if they have an M#, check Banner.

IT IS IMPERATIVE THAT THIS IS DONE CORRECTLY!! TEMP HOURLY and GA EPAF CONTRACTS WILL NOT PROCESS IF YOU DO NOT SELECT THE CORRECT EMPLOYEE TYPE.

Default is Student Worker, click radio button for correct type.
• The Workflow will now go through the process of pulling up the M# for the originator to verify.
• It may take a couple of minutes for the system to generate the information.
Select Hiring Check for “employee”

WARNING: YOU WILL BE ABLE TO SEE ALL HIRING CHECKS SUBMITTED ACROSS CAMPUS. IF YOU CLICK ON A HIRING CHECK OTHER THAN YOUR OWN, THAT PERSON WILL NO LONGER BE ABLE TO SEE IT IN WORKFLOW. IF THAT HAPPENS, OR IF YOU CANNOT FIND ONE OF YOURS, CONTACT HRS.
Select Hiring Check for “employee”

For Graduate Assistant Employees – you will have an additional selection. You must select the type of GA you are hiring:

- Assistantship or Administrative Type
  - Research Assistantship
  - Teaching Assistantship
  - Administrative - Management
  - Administrative - Business and Financial Operations
  - Administrative - Computer, Engineering, and Science
  - Administrative - Community Service, Legal, Arts, and Media
  - Administrative - Library and Instructional Support

Once selected, click “complete”
Verify that the information in this screen is correct. If the employee has another email that is preferable, you can change it.

- Click on **Complete**.
- You are finished!!
It is very important to know the type of employee that you are hiring.

**Student**: someone taking classes at MTSU

**Temporary Hourly**: someone who is NOT taking classes at MTSU.

**Adjunct**: someone who is teaching classes but is not a full-time employee of MTSU.

**GA**: a student approved by Graduate Studies

**RA**: a student (residential) assistant for Housing

**PS**: Campus School Practicum Supervisors
INVALID T-ORG

• Notice the message under the “Activity” heading:

• Click on the workflow and enter the correct T-org number and complete. It will not process past this point until you do.
HR website for T-org codes by alpha order or numerical order

Web Time Entry

Classified Employees
- Web Time Entry Time Sheet Training Module
- Web Time Entry "Quick Reference" for Classified Employees
- Classified WTE Back Hour Instructions/Time Sheet
- 2016 Possible Hours in WTE Pay Periods
- How to Report Hours Worked on a Holiday on WTE
- How to Report Inclement Weather Time on WTE

Student and Hourly Employees
- Web Time Entry Student and Hourly Training Module
- Web Time Entry "Quick Reference" for Student & Hourly Employees
- Student & Hourly WTE Back Hour Instructions/Time Sheet
- Time Log for Student and Hourly Employees

All Employees
- Employee Rights and Responsibilities - Fair Labor Standards Act
- Web Time Entry Approver and Proxy Instructions
- Web Time Entry "Quick Reference" for Approvers and Proxies
- Proxy Authorization Form
- Payroll Deadline Dates
- Timekeeping Org Codes for Web Time Entry Electronic Time Sheets - Alpha Order
- Timekeeping Org Codes for Web Time Entry Electronic Time Sheets - Numerical Order
- How to Print Web Time Entry Timesheets
- Web Time Entry Troubleshooting Guide
- Web Time Entry Frequently Asked Questions
Hiring a person who does not have an M#

Must be a valid T-org #

Clicking "Complete" sends it through for processing, "Save & Close" holds it in the queue for further input.

Default is Student Worker, click radio button for correct type.

IT IS IMPERATIVE THAT THIS IS DONE CORRECTLY!! TEMP HOURLY EPAF CONTRACTS WILL NOT PROCESS IF YOU DO NOT SELECT TEMPORARY HOURLY.

Must have a valid T-org #

Click this Button and Complete below when you need to STOP Workflow if WorkFlow NOT NEEDED, PLEASE STOP.

Complete  Save & Close  Cancel
The Workflow will now go through the process of pulling up the M# for the originator to verify. However, anytime the M# is left blank, no employee can be identified and therefore you will always get the message that this individual must complete ALL hiring paperwork.

It may take a couple of minutes for the system to generate the information.
<table>
<thead>
<tr>
<th>Organization</th>
<th>Workflow</th>
<th>Activity</th>
<th>Priority</th>
<th>Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Root</td>
<td>Hiring Check for NOT FOUND NOT FOUND Submitted by G. Barrett</td>
<td>OBTAIN EMPL DATA</td>
<td>Normal</td>
<td>12-Sep-2016 12:48:22 PM</td>
</tr>
</tbody>
</table>

Click on this hiring check
When you click on the hiring verification in Worklist, it opens up this screen and the fields are enterable. This is where you will enter the name and email address of the potential new employee as shown below. It is vitally important that new employees provide a personal email address. Click on “Complete” and you are done!
NOTIFICATIONS:

If no updated paperwork is needed from the employee; the originator will receive an email with permission to proceed with the PAF.

NOTE: If this person has other current jobs, they will be listed in this email.

Email to originator:

Tue 2/16/2016 9:47 AM
hrnotification@mtsu.edu

To: Gwen Barrett

IMPORTANT - Michele Kelley - Ready for Hiring

Michele Kelley has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF (temporary hourly) or by logging into PipelineMT (student employees). Click on the Employee Tab, then click on the Employee Personnel Action Forms link, then click on New EPAF to begin the process to start the work assignment.

Employee information:
M#: M01161499
Name: Michele Kelley
TOrg: T20908
Dept: Human Resource Services Benefits
Email Address of Employee: gwen.barrett@mtsu.edu

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displayLogin

Michele Kelley is currently employed in the following job(s):
If updated paperwork is needed from the employee, the employee and the originator will receive an email stating what paperwork is needed.

Email to employee:

From: hnotifycation@mtsu.edu
To: Gwen Barrett
Subject: IMPORTANT! MTSU EMPLOYMENT PAPERWORK NEEDED

Congratulations Mickey Mouse! You are being rehired at MTSU in the following department: Art. Our records indicate that we already have on file some of the paperwork required. In order to begin work you must complete the paperwork listed below that has a ‘Y’ as needed. Please follow the links provided to access each form needed.

99 Documentation
Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-I9_ONLY_04151777.pdf
(must be completed in person in Human Resource Services-please bring acceptable documents with you as listed on page 9 of I-9 form)

W4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W4_ONLY.pdf

Direct Deposit Info
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_DIRECT_DEPOSIT_ONLY.pdf

Please return the completed forms to Human Resource Services as soon as possible so you can begin employment. You cannot begin work until the forms are completed.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: http://www.mtsu.edu/maps/docs/CampusMap.pdf

If you have questions please call Human Resources at 615-898-2929.

Welcome back to MTSU.

Email to originator:

From: hnotifycation@mtsu.edu
To: Gwen Barrett
Subject: PII - PAPERWORK NEEDED FOR EMPLOYEE

You are attempting to hire Mickey Mouse in the following department: Art. In order for this individual to begin work they must complete the paperwork listed below and return to Human Resource Services.

99 Documentation
Needed? Y
http://www.mtsu.edu/hr/docs/HR_New-I9_ONLY_04151777.pdf
(must be completed in person in Human Resource Services-please bring acceptable documents with you as listed on page 9 of I-9 form)

W4 Information
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_W4_ONLY.pdf

Direct Deposit Form
Needed? N
http://www.mtsu.edu/hr/docs/HR_New_Hire_Packet_DIRECT_DEPOSIT_ONLY.pdf

The individual has been sent an email with links to the forms that need to be completed. The individual MUST NOT begin work until you have received notification from HRS to complete the EPAP or Personnel Appointment Form.
If the employee has either *never worked* for the university OR has a *terminated* record; the employee and the originator will receive an email with instructions for completing the new hire packet.

**Email to employee:**

Congratulations Vann Tate! You are being hired/rehired at MTSU in the following department: Student Programming. A completed New Hire Packet and I-9 verification is required *before you can begin work*. Please click on the following link [http://www.mtsu.edu/hrd/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hrd/docs/New_Hire_Packet.pdf) to access the required paperwork. To expedite completion of your paperwork, you can complete page 3 of the new hire packet (Personal Data Form), which in turn will auto fill the appropriate fields on all of the other forms. Once complete, you can print out the completed packet, sign and bring the packet, along with the required supporting documentation, to Human Resource Services (HRS).

Please follow the directions provided in the new hire packet carefully. You cannot begin work until the required forms are completed and submitted to HRS.

For some positions, you will also be required to sign an employment contract which will be processed by your department. Please Note: If you are a prospective Graduate Assistant, you are eligible for hire pending approval from the College of Graduate Studies.

Our office is located in the Sam Ingram Building, 2nd Floor. If needed, the following is a link to the campus map: [http://www.mtsu.edu/maps/docs/CampusMap.pdf](http://www.mtsu.edu/maps/docs/CampusMap.pdf)

MTSU welcomes you!

**Email to originator:**

You are attempting to hire Vann Tate in the following department: Student Programming. This person has either never worked for the university or their employment has been terminated. A completed New Hire Packet and I-9 verification is required before they can begin work. An email with the following New Hire Packet link [http://www.mtsu.edu/hrd/docs/New_Hire_Packet.pdf](http://www.mtsu.edu/hrd/docs/New_Hire_Packet.pdf) has been sent to the individual for completion.

Once HRS has received the paperwork you will receive notification to either complete an EPAF or Personnel Appointment Form.

**PLEASE NOTE:** If you are required to enter an EPAF for this employee you cannot do so until you have received notification. The employee MUST NOT begin work until you have received notification.
Once the requested paperwork has been received and entered into Banner by HRS, the originator will receive an email with permission to proceed with the PAF. *If this person did not have an M#, HR would create one and you will receive it in this email.*

Email to originator:

From: hrunotification@mtsu.edu
To: Gwen Barrett
Subject: IMPORTANT - Mickey Mouse Ready for Hiring

Mickey Mouse has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF (temporary hourly) or by logging into PipelineMT (student employees). Click on the Employee Tab, then click on the Employee Personnel Action Forms link, then click on New EPAF to begin the process to start the work assignment.

Employee information:
M#: M01234567
Name: Mickey Mouse
TOrg: T20900
Dept: Human Resource Services AVP
Email Address of Employee: mickmol@disney.com

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

Mickey Mouse is currently employed in the following job(s):
Authorization Card

Once a New Hire Packet has been submitted, we give the new employee an authorization card. These are not meant to replace the email notification, just a means to let you know that this person is valid to begin working as of that date. PLEASE wait for the email notification before starting an EPAF or submitting a paper contract.
To check & see if you have a workflow that has been started or completed…

*Do a Workflow Status Search using the “wildcard” (% sign before and after) and first or last name of the initiator or the employee.*
RESULTS:
How Do I Get Access To HR Workflow and EPAF?

- You are doing it!!!
- You have to attend a training session before you can receive access and the roster you signed today gives us all the information needed to get you set-up and on your way to using this fast and easy electronic hiring system
- Enjoy!!!!!
Hiring Verification Workflows: Please contact LaCresha Longwell at x5235 or lacresha.longwell@mtsu.edu